

Public Hearing For 2019-2020 Town of Marshall Budget

Minutes

Town of Marshall Board of Alderman

Monday, June 17th, 2019

5:30pm

In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Alderman Billie Jean Haynie, Town Clerk Nancy Allen, and Attorney Jamie Stokes.


Public Hearing for the 2019-2020 Town of Marshall Budget was officially opened at 5:30pm by Mayor Jack Wallin.

Mayor Jack Wallin requested for the Town Clerk Nancy Allen to present the Town of Marshall Budget for 2019-2020. Town Clerk Nancy Allen presented the budget by sections designated in the proposed budget ordinance which included General Funds, Enterprise Fund, Tax Rate, Duties of the Finance Officer or Designee, Capital Improvement Budget, and Water/Sewer Rates for the Town of Marshall. Town Clerk Nancy Allen stated the budget had been for review by the public and advertised properly.

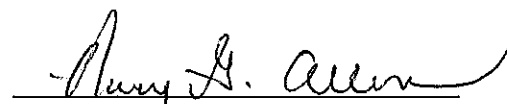
Mayor Jack Wallin called for open discussion from the Board of Alderman.

No public comment. Mayor Jack Wallin requested a motion to close the public hearing.

Motion was made to close the public hearing by Alderman Laura Ponder Smith and seconded by Alderman Dr. Christiaan Ramsey. Motion approved. Public Hearing closed at 5:40pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

MINUTES
Town of Marshall Board of Alderman
Regular Meeting
June 17th, 2019
6:00pm

Alderman in attendance were Billie Jean Haynie, Aileen Payne, Thomas Jablonski, Laura Ponder Smith, Dr. Christiaan Ramsey, Town Administrator Nancy Allen, and Town Attorney Jamie Stokes.

Mayor Jack Wallin called the regular monthly board meeting to order at 6:04pm.

Item 1

Mayor Jack Wallin called for a motion to approve the agenda. Alderman Laura Ponder Smith made the motion and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from Regular Monthly Board of Alderman Meeting, Monday, May 20th, 2019, and Special Call Budget Work Session, Friday, May 31st, 2019. Alderman Aileen Payne made the motion and Alderman Thomas Jablonski seconded the motion. Motion approved.

Item 3

Mayor Jack Wallin requested for Town Administrator Nancy Allen present to the Board of Alderman the Town of Marshall 2019-2020 Budget. Mayor Jack Wallin called for a motion to approve the Operating and Capital Improvement Budget Ordinances and Budgets for Fiscal Year 2019-2020. Alderman Thomas Jablonski made the motion and Alderman Dr. Christiaan Ramsey seconded. Motion approved. Mayor Jack Wallin called for a motion to approve the Water and Sewer Rate Ordinance for Fiscal Year 2019-2020. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie. Motion approved. Mayor Jack Wallin called for a motion for 3% pay raise increase for all employees. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie. Motion approved. Mayor Jack Wallin called for a motion to increase Officer Randy Hensley pay rate \$2.00 per hour. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Aileen Payne. Motion approved.

Item 4

Chehala Andriananjason and Lindsay Green presented Muddy Sneakers, an educational outdoor recreation program for possible consideration. A comprehensive management land use plan would need to be developed prior to the involvement of the program.

Item 5

The Water/Sewer Report for the month of May 2019 was presented to the Board of Alderman. Town Administrator Nancy Allen explained monthly operating reports for treatment facility and gave unaccountable water loss is 25.4% for the month. Water quality reports were presented to the board.

Item 6

Hollie West, Downtown Marshall Association, gave update on upcoming events in the Town of Marshall. Mermaids Festival and Parade was a huge success. Hollie West presented the schedule for the Fourth of July, 2019.

Item 7

Nancy Allen, Town Administrator, presented administrator's report for the month of May 2019 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented for May 2019 and the 2018-2019 Tax Releases and Discovery Report.

Nancy Allen, Town Administrator presented the Marshall Fire Department Contract for 2019-2020. Mayor Jack Wallin called for a motion to approve the contract. Alderman Thomas Jablonski made the motion and Alderman Billie Jean Haynie seconded the motion. Motion approved.

Nancy Allen, Town Administrator, presented the recommendation from the review committee in regards to the request for qualification for Professional Engineering Services for road infrastructure repair recommendations. Motion made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Aileen Payne for Vaughn & Melton Consulting Engineers, Inc. to be awarded the contract. Motion approved.

Nancy Allen, Town Administrator, presented a new Pavilion Rental Form. In discussion, the Board of Alderman, requested for the Island Rules to be reviewed and areas to be posted on the island. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie to approve the new Pavilion Rental Form. Motion approved.

Jamie Chandler, Maintenance Director, presented an update on the status of streets and roads. The Town of Marshall have received three quotes pertaining to paving to the streets. Jamie Chandler, Maintenance Director, requested for the Board of Alderman to give him direction to begin the paving requests with the lowest quote.

Nancy Allen, Town Administrator, presented "An Ordinance Establishing a Project Budget for the Town of Marshall Local Capacity Grant" awarded through the North Carolina Department of Commerce Rural Economic Division. Motion was made by Alderman Thomas Jablonski and seconded by Alderman Laura Ponder Smith to approve the ordinance. Motion approved.

Boards Reports

Board of Adjustment – The Board of Adjustment met on June 13th, 2019. One public hearing is scheduled in regards to a variance application.

Planning Board – The Planning Board met on June 11th, 2019. Reviewed 2 permit applications and several requests.

Parks and Recreation – No Meeting.

Department Reports

Fire Department – Report is in packet. Regina Bishop reported 19 calls and 1,250 gallons used.

Police Department – Report is in packet. Chief Boone presented the new Marshall Police patch during his report. Chief Boone updated the Board of Alderman pertaining to pedestrian crossings at the Marshall Depot and Madison County Courthouse.

Water Department – Report is in packet.

Maintenance Department – Report is in packet.

Zoning Department – Report was presented in the administrator's report.

Finance Department - Report is in packet. Nancy Allen, Town Administrator, stated two budget amendments need to be approved. Budget Amendment #2019-006 was presented for the reason to allocate insurance proceeds for the repair of the Island Stage that was damaged in a storm. Motion was made by Alderman Thomas Jablonski and seconded by Alderman Laura Ponder Smith. Motion approved. Budget Amendment #2019-007 for the reason to allocate monies for flood clean up following the flooding event in December 2018 and April 2019. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie. Motion approved.

No Public Comment

Mayor Jack Wallin call for a motion for Closed Session for Legal Matters and Personnel. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie. Motion approved.

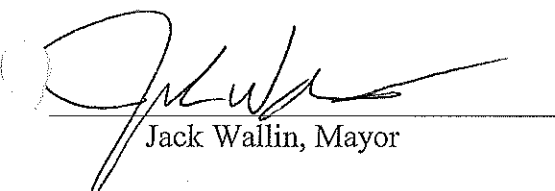
Alderman Billie Jean Haynie made a motion to return to open session and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Nancy Allen, Town Administrator, request to change the date of the Regular Monthly Board of Alderman meeting to Monday, July 22nd, 2019 at 6:00pm. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Laura Ponder Smith to change date of the meeting. Motion approved.

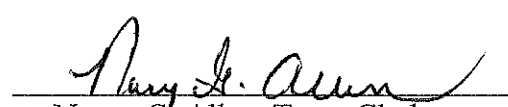
Alderman Billie Jean Haynie made a motion for Maintenance Employee, Justin Gantt, last of date of employment for July 5th at 4:30pm. Alderman Laura Ponder Smith seconded motion. Motion passed with 3 yes and 2 no.

Nancy Allen, Town Administrator, a request from the Downtown Marshall Association for the island stage to be relocated for the 4th of July event. Alderman Thomas Jablonski made the motion and Alderman Laura Ponder Smith seconded. Motion failed with 2 yes and 3 no.

Alderman Thomas Jablonski made the motion to adjourn the meeting and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved. Meeting adjourned at 8:45pm.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk

AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR THE
TOWN OF MARSHALL LOCAL CAPACITY GRANT

WHEREAS, The Town of Marshall is participating in the Local Capacity Grant Program thru the NC Department of Commerce Rural Economic Division; and

WHEREAS, The Town of Marshall has been awarded a \$ 25,000 grant under the Rural Economic Division of the NC Department of Commerce for hiring a consultant to develop a lighting plan for the public and private spaces in the downtown district.

WHEREAS, The Town of Marshall now desires to establish a project budget to account for the disposition of these funds.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE TOWN OF MARSHALL, NORTH CAROLINA THAT:

Section 1: A project budget shall be established for the Local Capacity Grant for the grant period May 31st, 2019 to May 15th, 2020.

Section 2: Revenues for this project shall be:

Local Capacity Grant Program	\$ 25,000.00
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Section 3: Projected Expenditure for this project shall be:

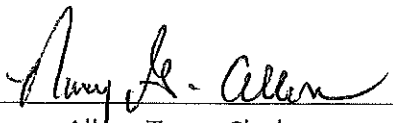
Consultant Fee – Streets – Downtown Lighting Grant	\$ 25,000.00
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Section 4: This Ordinance shall remain in effect until the completion of the Local Capacity Grant Project.

Section 5: The Town Clerk and the Mayor are instructed to take appropriate actions to implement this Ordinance.

Adopted and Approved this 17th day of June, 2019.

Attest:


Nancy Allen, Town Clerk



Jack Wallin, Mayor

An Ordinance to Establish Water and Sewer Rates for the Town of Marshall

WHEREAS, the Town of Marshall pursuant to the authority of the North Carolina General Statutes Chapter 160A-314, the Town has the "Authority to Fix and Enforce Rates"; and

WHEREAS, the Town of Marshall provides water and sewer service to residents of Madison County, Both inside and outside the municipal boundaries of the Town;

NOW THEREFORE, the Town of Marshall Board of Alderman establishes the following 1.5 % increase rate structure for Marshall Water and Sewer System effective July 1st, 2019.

Water and Sewer Usage Charge:

Residence inside Town limits:

- Water: \$ 20.83 for 2000 gallons + \$ 8.32 per thousand over 2000 gallons
- Sewer: \$ 29.65 for 2000 gallons + \$ 4.76 per thousand over 2000 gallons

Residence outside Town limits:

- Water: \$ 46.49 for 2000 gallons + \$ 9.52 per thousand over 2000 gallons
- Sewer: \$ 46.49 for 2000 gallons + \$ 4.88 per thousand over 2000 gallons

Commercial inside Town limits:


- Water: \$ 29.84 for 2000 gallons + \$ 11.10 per thousand over 2000 gallons
- Sewer: \$ 39.26 for 2000 gallons + \$ 6.34 per thousand over 2000 gallons

Commercial outside Town limits:

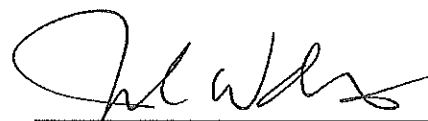
- Water: \$ 70.52 for 2000 gallons + \$ 11.10 per thousand over 2000 gallons
- Sewer: \$ 86.54 for 2000 gallons + \$ 11.10 per thousand over 2000 gallons

Late fees will be \$ 13.20 per month for any account past due each month it is delinquent.

Adopted this 17th day of June 2019.



Nancy Allen, Town Clerk



Jack Wallin, Mayor

TOWN OF MARSHALL, NORTH CAROLINA
2019-20 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Alderman of Marshall, North Carolina:

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 01, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$ 160,085.00
Administration	\$ 199,250.00
Planning and Zoning	\$ 1,950.00
Elections	\$ 6,000.00
Police	\$ 270,773.00
Streets	\$ 351,000.00
Powell Bill	\$ 38,750.00
Fire Department	\$ 70,000.00
Recreation	\$ 4,400.00
Total Appropriation	\$ 1,102,208.00

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 01, 2019, and ending June 30, 2020:

Interest Ad Valorem Taxes	\$ 4,000.00
2009 Ad Valorem Tax	\$ 50.00
2010 Ad Valorem Tax	\$ 50.00
2011 Ad Valorem Tax	\$ 50.00
2012 Ad Valorem Tax	\$ 50.00
2013 Ad Valorem Tax	\$ 200.00
2014 Ad Valorem Tax	\$ 400.00
2015 Ad Valorem Tax	\$ 400.00
2016 Ad Valorem Tax	\$ 1,500.00
2017 Ad Valorem Tax	\$ 2,000.00
2018 Ad Valorem Tax	\$ 10,000.00
2019 Ad Valorem Tax	\$ 415,000.00
Vehicle Tax	\$ 22,000.00
Payment in lieu of taxes	\$ 10,000.00

TOWN OF MARSHALL, NORTH CAROLINA
2019-20 BUDGET ORDINANCE

Police Officer Fees	\$ 50.00
Local Sales & Use Tax	\$ 225,000.00
Alcohol/Beverage Tax Distr.	\$ 4,000.00
Solid Waste Disposal Tax	\$ 600.00
Utilities Franchise Tax	\$ 140,000.00
Unauthorized Substance Tax	\$ 800.00
Parking Fines	\$ 750.00
Paid Parking Fees	\$ 2,000.00
Interest earned	\$ 1,500.00
Powell Bill Interest	\$ 50.00
Credit Card Processing Fees	\$ 185.00
Town Hall – Copies	\$ 25.00
Parks & Recreation	\$ 1,200.00
Fines – Town Ordinance	\$ 800.00
Zoning Application Fees	\$ 2,000.00
Cell Tower Revenue	\$ 250.00
Sale of Surplus Equipment	\$ 250.00
Miscellaneous Fees	\$ 2,000.00
Donations	\$ 500.00
Powell Bill – Allocation from State	\$ 22,700.00
Fund Interest	\$ 400.00
Appropriated Fund Balance	\$ 215,798.00
<u>Appropriated Fund Balance –Powell</u>	<u>\$ 16,050.00</u>
Total Estimated Revenues	\$ 1,102,208.00

SECTION 3: The following amounts are hereby appropriated in the Enterprise Fund for the operation of the Town's Water/Sewer System for the fiscal year beginning July 01, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore established for this Town.

Water/Sewer	\$ 643,850.00
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TOWN OF MARSHALL, NORTH CAROLINA
2019-20 BUDGET ORDINANCE

SECTION 4: It is estimated that the following revenue will be available in the Enterprise Fund for the fiscal year beginning July 01, 2019, and ending June 30, 2020:

Water/Sewer – Miscellaneous	\$ 5,000.00
Water/Sewer – Service Fees	\$ 620,000.00
Water/Sewer – Samples	\$ 2,000.00
Water/Sewer – Tap Fees	\$ 2,000.00
Water/Sewer – Rec-connect Fees	\$ 500.00
Water/Sewer – Late Fees	\$ 12,500.00
Water/Sewer – Disconnect Fees	\$ 250.00
Water/Sewer – Bad Check Fees	\$ 100.00
<u>Water/Sewer – Credit Card Fees</u>	<u>\$ 1,500.00</u>
Total Estimated Revenues	\$ 643,850.00

SECTION 5: There is hereby levied a tax rate of .49 cents per one hundred dollar (\$ 100.00) Valuation of property listed as of January 01, 2019 for the purpose of raising revenue included in “2019 Ad Valorem Taxes” in the General Fund in Section 2 of this ordinance. This rate is based on as estimated total valuation of property for the purpose of taxation of \$ 88,201,538 and as estimated rate of collection of 96%.

SECTION 6: The Finance Officer or designee shall be authorized to transfer appropriations as contained herein under the following conditions:

The Finance Officer or designee shall be authorized to transfer amounts between line items expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.

SECTION 7: The Finance Officer or designee is hereby restricted from transferring appropriations as contained herein under the following conditions:

- A: The utilization of any contingency appropriation shall be accomplished only with Board authorization.
- B. No salary increase may be made without Board approval.
- C. No new positions/vacancies temporary full-time may be filled without Board approval.

TOWN OF MARSHALL, NORTH CAROLINA
2019-20 BUDGET ORDINANCE

SECTION 8: This ordinance shall be the basis of the financial plans of the Town of Marshall during 2019-20 Fiscal Year. The Finance Officer or designee shall administer the budget and shall insure that the operating officials are provided guidance and sufficient detail to implement their appropriate portion of the budget. The accounting section shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

SECTION 9: Copies of the Budget Ordinance shall be furnished to the Clerk of the Board of Alderman and to the Finance Officer or designee to be kept on file by them for their direction in the disbursement of funds.

Adopted this 17th day of June 2019.



Jack Wallin, Mayor
Town of Marshall



Billie Jean Haynie, Finance Officer
Town of Marshall